

2020年9月9日

# JETRO WEBセミナー



Delivering a five-star experience to our  
clients and our team members

## 経理業務効率化、オンライン化に向けた 経理のベストプラクティス TOP3

(How to streamline bookkeeping tasks. How to convert  
them online. Best practice top 3)

# はじめに(Introduction)

## CDH会計事務所:

- 会計監査・税務、移転価格、M&A (Audit, Tax, Transfer Pricing, M&A)
- 経理・人事アウトソーシング (Accounting and HR outsourcing)
- ERPシステム (Intacct、Microsoft Dynamics、QuickBooks)

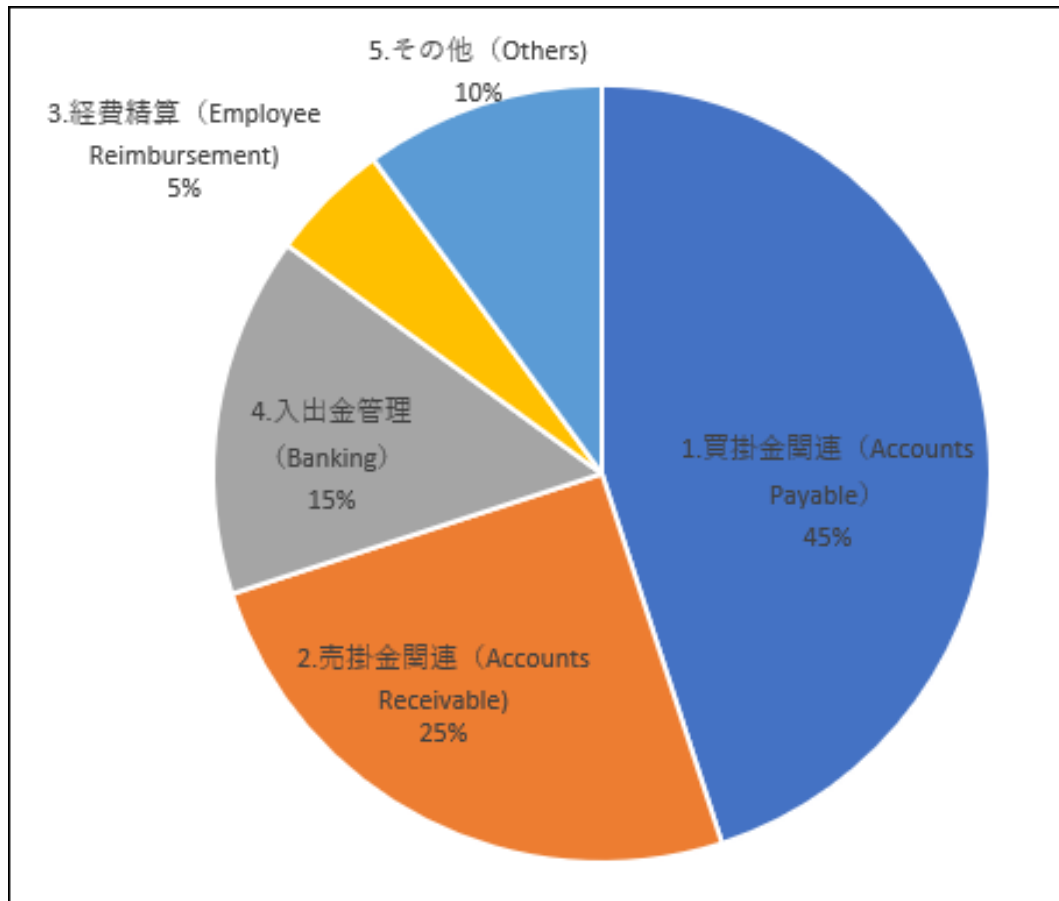
## 本日のウェビナーの目的 (Goal):

パンデミックが始まり、多くのクライアントが在宅ワークが強いられる中、経理業務が滞ってしまった会社が続出する一方で、特に影響を受けなかった会社もありました。その決定的な違いは、いかに会社がテクノロジーの進化に向き合ってきたのかが如実に影響していると実感し、皆さまに近年の経理分野でのテクノロジーを共有したいと思いました。(Introduction of technology in the accounting field)

Speaker: 大久保潤 & 都築なつみ (Jun Okubo & Natsumi Tsuzuki)

# Survey ①

# 経理作業の主な内訳 (Bookkeeping tasks)



問題点: 作業ボリュームが多く & リモート作業環境も導入できていない。。。  
(Issue: heavy work volume and remote work environment is not implemented)

## 第3位

買掛金関連のテクノロジー

“支払い請求書の承認 & 支払いシステム”

3<sup>rd</sup> Place

AP related technology

“Bill approval and payment system”

# 第3位: 支払い請求書の承認 & 支払いシステム

(3<sup>rd</sup> Place: Bill approval and payment system)

## 在宅ワークできない理由 (Reasons why we cannot work from home):

1. 支払い請求書が紙(郵便)で届く (Bills through mail)
2. 承認はハンコ (Manual approval process)
3. 支払い小切手をプリントする必要がある (Print checks)
4. 小切手への社長サインが必要 (Signature on checks)

NORTH WIND		INVOICE			
		Invoice #:	10643		
		Invoice Date:	09/25/15		
<b>Bill To:</b>					
Company:	Alfreds Futterkiste				
Contact Name:	Maria Anders				
Address:	Obere Str. 57, Berlin, Germany				
Phone:	030-0074321				
Pos.	Product Name	Unit Price	Quantity	Discount	Total
1	Chartreuse verte	\$18.00	21	25.00%	\$283.50



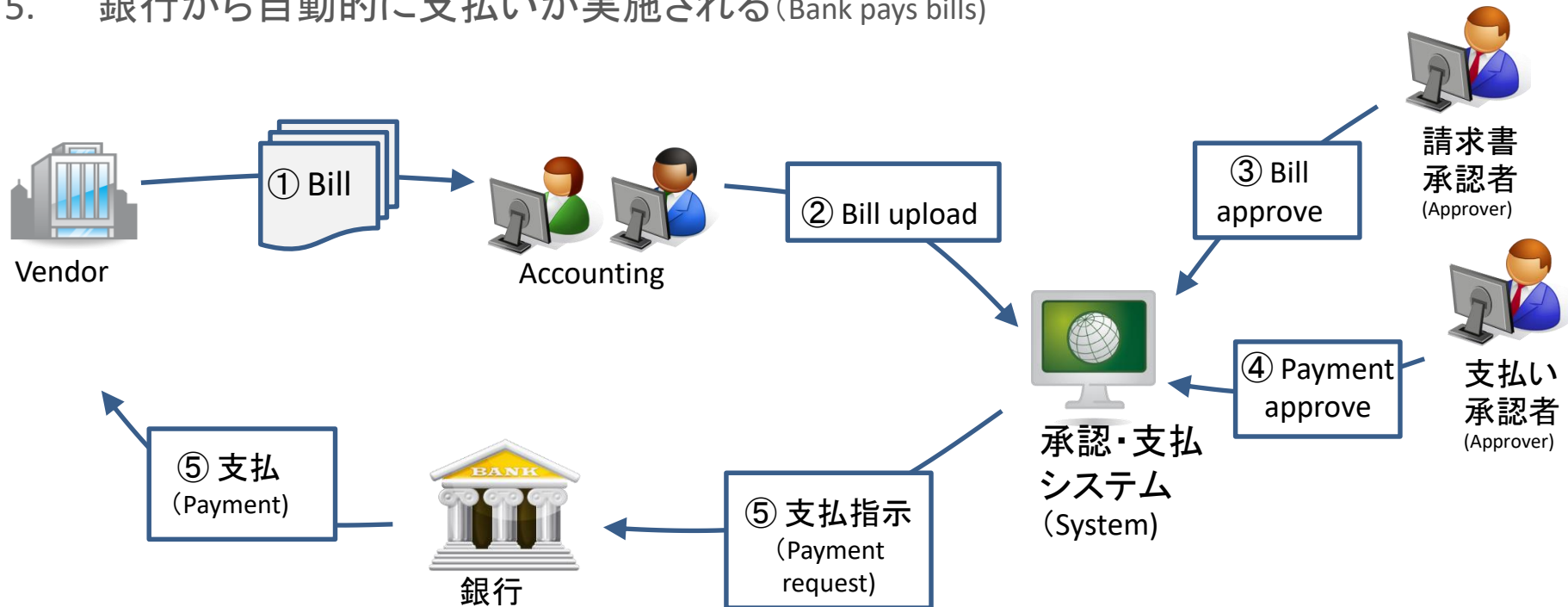
YOUR NAME 123 YOUR STREET YOUR CITY, STATE, ZIP (123)456-7890	9-88781234	0301
PAY TO THE ORDER OF _____ \$	DATE _____	
YOUR FINANCIAL INSTITUTION ANYTOWN, USA		
⑆ 234 56 780 ⑆ 030 ⑆ 123 456 789 ⑆		

# 第3位: 支払い請求書の承認 & 支払いシステム

(3<sup>rd</sup> Place: Bill approval and payment system)


## ベストプラクティス (Best practice)

1. メールで請求書の受け取り (Bill through email)
2. 請求書を承認・支払いシステムにアップロード (Bill upload on system)
3. アップロードされた請求書をオンライン上で承認 (Bill approval on system)
4. 承認済みの請求書をオンライン上で支払い実行 (Bill payment approval on system)
5. 銀行から自動的に支払いが実施される (Bank pays bills)



# 第3位: 支払い請求書の承認 & 支払いシステム (3<sup>rd</sup> Place: Bill approval and payment system)

## システムへの請求書アップロード



**INVOICE**

ABC Corporation

Date: 01/31/2020  
Client ID: CUST-00  
Invoice No.: INV-0123

SERVICE	AMOUNT
Other Expenses	20.00
Postage	38.75
Postage	24.62
Taxes Paid	54.00
<b>Current Amount Due:</b>	<b>\$137.37</b>

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
0.00	0.00	0.00	0.00	0.00	0.00

Payable upon receipt of invoice. Please make checks payable to CDH, P.C. and reference the invoice number.

To pay online by Credit Card or Payment Plans, please visit our secure payment portal at <https://www.cdhcpa.com/pay/>

To pay by ACH or Wiro, please email us at [billing@cdhcpa.com](mailto:billing@cdhcpa.com)

CDH, P.C.  
100 Pierce Rd., Suite 100  
Itasca, IL 60143  
United States  
  
630-285-0215  
[www.cdhcpa.com](http://www.cdhcpa.com)



CDH Bill - Message (HTM)

File Message Insert Draw Options Format Text Review Help

Send Attachments Paste Basic Text Names Include Tags Dictate

LeapFILE Clipboard Voice

To: demoquickbooksdemocompany@.com


Cc:

Subject: CDH Bill

Bill\_INV-0123\_CDH\_sample.pdf 40 KB

Dear Mr. XXXXXX  
Please pay this bill.

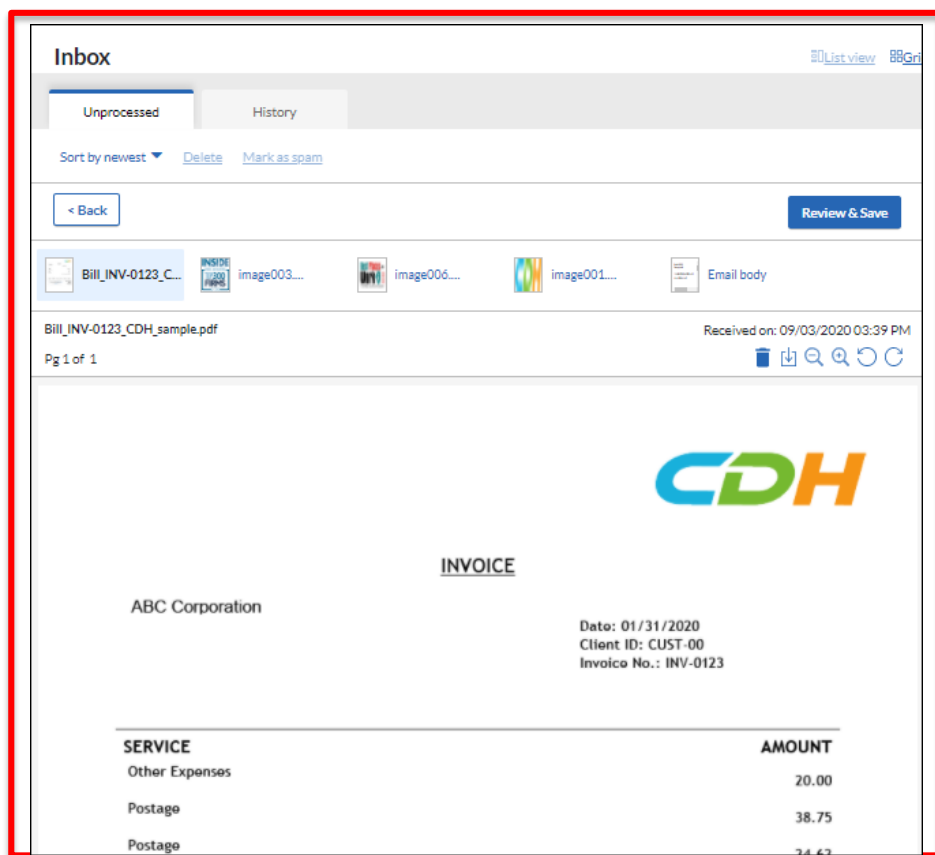
こちらの請求書の支払いをお願いします。  
よろしくお願いいたします

JUN OKUBO, Principal – Business Advisory Services  
  
Delivering a five-star experience to our clients and our team members



# 第3位: 支払い請求書の承認 & 支払いシステム (3<sup>rd</sup> Place: Bill approval and payment system)

## アップロードされた請求書 (Uploaded bill)



Inbox

Unprocessed History

Sort by newest Delete Mark as spam

< Back Review & Save

Bill\_INV-0123\_C... image003... image006... image001... Email body

Bill\_INV-0123\_CDH\_sample.pdf Received on: 09/03/2020 03:39 PM  
Pg 1 of 1

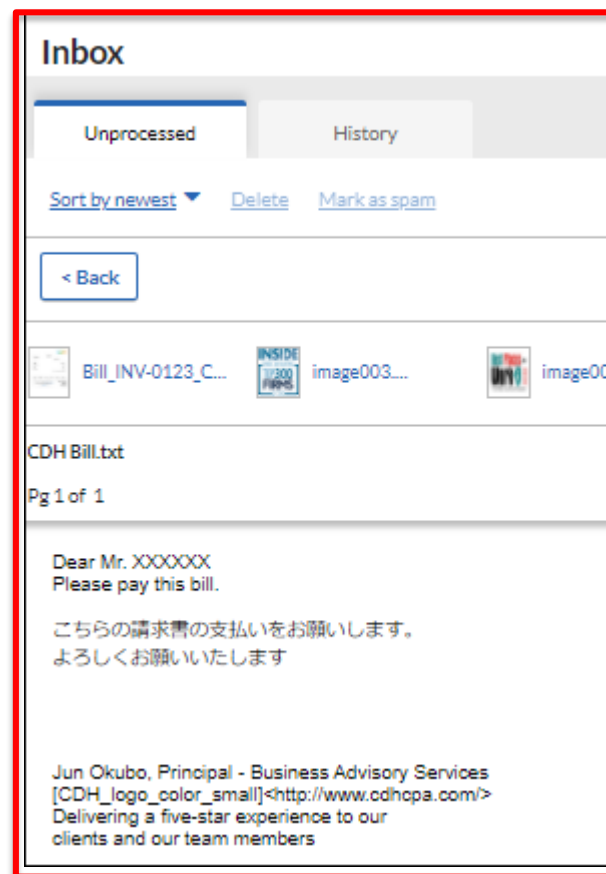
**CDH**

**INVOICE**

ABC Corporation

Date: 01/31/2020  
Client ID: CUST-00  
Invoice No.: INV-0123

SERVICE	AMOUNT
Other Expenses	20.00
Postage	38.75
Postage	34.63



Inbox

Unprocessed History

Sort by newest Delete Mark as spam

< Back

Bill\_INV-0123\_C... image003... image006...

CDH Bill.txt  
Pg 1 of 1

Dear Mr. XXXXXX  
Please pay this bill.

こちらの請求書の支払いをお願いします。  
よろしくお願いいたします

Jun Okubo, Principal - Business Advisory Services  
[CDH\_logo\_color\_small]<http://www.cdhopa.com/>  
Delivering a five-star experience to our  
clients and our team members


# 第3位: 支払い請求書の承認 & 支払いシステム (3<sup>rd</sup> Place: Bill approval and payment system)

## 請求書伝票の入力 (Bill entry screen)

× Enter a bill Save and Next Save and Close ?

Bill\_INV-0123\_C... image006... image001... image003... Email body

Bill\_INV-0123\_CDH\_sample.pdf Received on: 09/05/2020 10:47 AM Pg 1 of 1



**INVOICE**

ABC Corporation

Date: 01/31/2020  
Client ID: CUST-00  
Invoice No.: INV-0123

SERVICE	AMOUNT
Other Expenses	20.00
Postage	38.75
Postage	24.62
Taxes Paid	54.00
<b>Current Amount Due:</b>	<b>\$137.37</b>

Vendor name \*  
CDH  
100 Pierce Road , Suite 100 , Itasca , IL 60143  
Vendor Balance USD 274.74  
[Last 5 Bills](#) ^

Invoice number \*  
INV-0123  
PO number

Payment term  
Net 30  
Invoice date \*  
1/31/2020  
Due date \*  
3/1/2020

Amount \*  
USD 137.37  
Bill description  
1月分 会計士費用 January CPA fee  
 Use this for expense description

Expenses ( USD 137.37 )

ACCOUNT	AMOUNT	DESCRIPTION	
Consulting	USD 137.37		

[Add New](#)  
[Move Table Below Document](#)

Approvers (2)  
All must approve before paying this bill

Notes  
Use @ to tag and notify a team member

1 Jun Okubo  
2 Tsuzuki Natsumi  
3

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
0.00	0.00	0.00	0.00	0.00	0.00

# 第3位: 支払い請求書の承認 & 支払いシステム (3<sup>rd</sup> Place: Bill approval and payment system)

## 請求書伝票の承認 (Bill Approval screen)

× Bill INV-0123
< Prev Next >

Approve
Review & pay
More actions ?

Bill\_INV-0123\_CDH\_sample.pdf
Received on: 09/05/2020 10:47 AM

Pg 1 of 1

📄 🔍 🔍 🔍 🔍 🔍
CHECK

This page is currently associated with [CDHINV-0123](#)
Unassociate

**INVOICE**

ABC Corporation

Date: 01/31/2020  
Client ID: CUST-00  
Invoice No.: INV-0123

SERVICE	AMOUNT
Other Expenses	20.00
Postage	38.75
Postage	24.62
Taxes Paid	54.00
<b>Current Amount Due:</b>	<b>\$137.37</b>

ASSIGNED
OVERDUE

CDH  
100 Pierce Road, Suite 100, Itasca, IL 60143

Vendor Balance USD 412.11  
[Last 5 Bills ^](#)

Balance due	Paid amount	Past payments
USD 137.37	USD 0.00	No payments

Bill amount	Invoice number	PO number	Payment term	Invoice date	Due date
USD 137.37	INV-0123	-	Net 30	01/31/20	03/01/20

Bill description  
1月分 会計士費用 January CPA fee

Approvers (2)	Notes
All must approve before paying this bill	
1 Jun Okubo	Pending
2 Tsuzuki Natsumi	Pending

**Expenses USD 137.37**

ACCOUNT	AMOUNT	DESCRIPTION
<a href="#">Consulting</a>	USD 137.37	

[Move Table Below Document](#)

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
0.00	0.00	0.00	0.00	0.00	0.00

Payable upon receipt of invoice. Please make checks payable to CDH, P.C. and reference the invoice number.



# 第3位: 支払い請求書の承認 & 支払いシステム (3<sup>rd</sup> Place: Bill approval and payment system)



こんなことが出来る！！

個別承認、或いは一括承認も可能 (Single and multiple bill approval)

## Approvals

Bill Approvals

Vendor Credits

Filter Ready to approve x Clear all

Bills: 24 Total amount: USD 13,584.73

<input type="checkbox"/>	INVOICE #	ATTACHMENTS	NO...	VENDOR	CHART OF ACCOU...	INVOICE DATE	DUE DATE	BILL AMOUNT	ACTIONS
<input type="checkbox"/>	INV-0123			<a href="#">CDH</a>	Consulting	01/31/20	03/01/20	USD 137.37	<input type="button" value="Approve"/>
<input type="checkbox"/>	121215-1			<a href="#">Fixit Consulting</a>	Consulting	09/27/18	10/27/18	USD 11,200.00	<input type="button" value="Approve"/>
<input type="checkbox"/>	12345-67890			<a href="#">FPL</a>	Marketing	09/27/18	10/27/18	USD 147.36	<input type="button" value="Approve"/>
<input type="checkbox"/>	2020-07-14			<a href="#">Verizon Wireless</a>	Telephone	07/14/20	07/14/20	USD 100.00	<input type="button" value="Approve"/>

# 第3位: 支払い請求書の承認 & 支払いシステム (3<sup>rd</sup> Place: Bill approval and payment system)

★こんなことが出来る！！

個別支払い、或いは一括支払も可能 (Single bill pay or multiple bills pay)

**Bills**

Unpaid Bills | All Bills | Recurring Bills | Vendor Credits

Filter: Unpaid or Partially Paid x Approved x Clear all Mark as paid Review & pay

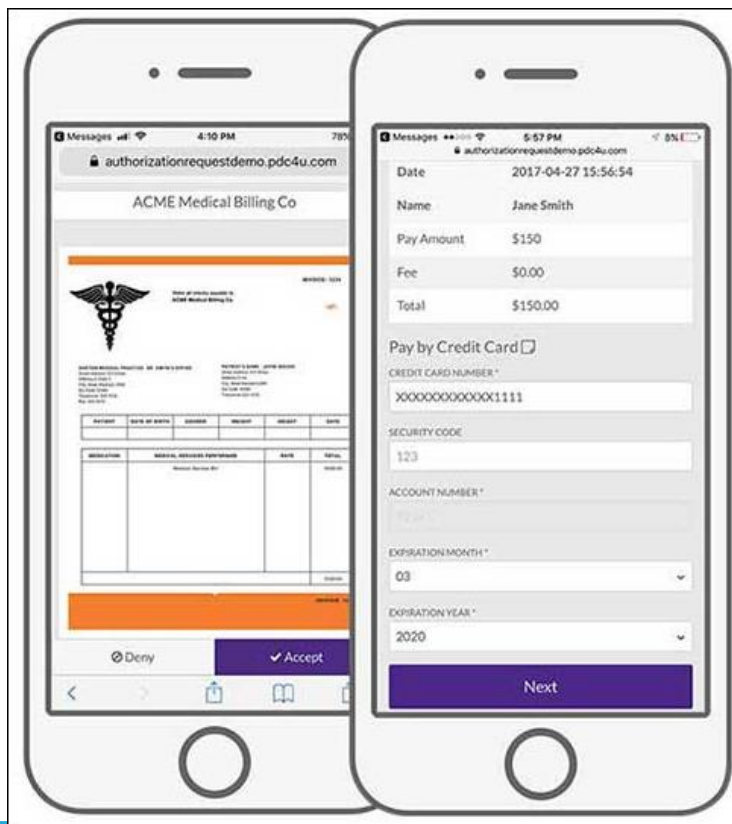
Bills selected: 2 Total selected: USD 237.37 Bulk pay bills on: Select a date Bulk pay bills from: Select an account

<input type="checkbox"/>	INVOICE #	AT...	NO...	VENDOR	DUE DATE	APPROVAL STATUS	CURRE...	BALANCE DUE	PROCESS DATE	TYPE → EST. ARRIVAL
<input checked="" type="checkbox"/>	Bill 12345			FixIt Consulting	02/05/20	Approved	USD	100.00	09/04/2020	Check → 09/10
<input checked="" type="checkbox"/>	INV-0123			CDH	03/01/20	Approved	USD	137.37	09/04/2020	Check → 09/10
<input type="checkbox"/>	1234			Commonwealth Edison <a href="#">Update vendor address</a>	08/04/20	Approved	USD	30.88	09/04/2020	Check → 09/10

# 第3位: 支払い請求書の承認 & 支払いシステム (3<sup>rd</sup> Place: Bill approval and payment system)

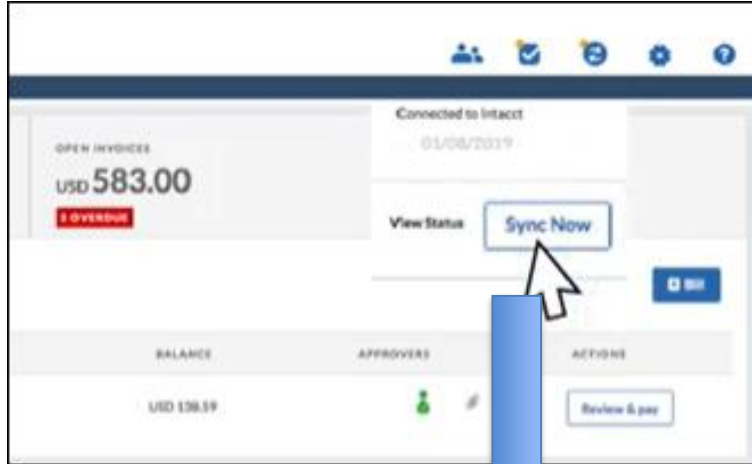
★ こんなことが出来る！！

スマホでの承認、支払い (Approve and pay via smart phone)



# 第3位: 支払い請求書の承認 & 支払いシステム (3<sup>rd</sup> Place: Bill approval and payment system)

## シンクロナイズ (Synchronize)



From 12/01/2020 To 12/15/2020 Show Columns Total only

### Rock Castle Construction Profit & Loss December 1 - 15, 2020

	Dec 1 - 15, 20
<b>Gross Profit</b>	48,515.25
<b>Expense</b>	
60100 · Automobile	
60110 · Fuel	81.62
<b>Total 60100 · Automobile</b>	81.62
62100 · Insurance	
62130 · Work Comp	1,214.31
<b>Total 62100 · Insurance</b>	1,214.31
62400 · Interest Expense	
62420 · Loan Interest	32.58
<b>Total 62400 · Interest Expense</b>	32.58
62700 · Payroll Expenses	
62710 · Gross Wages	13,848.45
62720 · Payroll Taxes	1,059.41
62730 · FUTA Expense	100.00
62740 · SUTA Expense	110.00
<b>Total 62700 · Payroll Expenses</b>	15,117.86
63000 · Office Supplies	-1,000.00
63100 · Postage	69.20
63600 · Professional Fees	
63610 · Accounting	250.00
<b>Total 63600 · Professional Fees</b>	250.00
64200 · Repairs	
64210 · Building Repairs	175.00
<b>Total 64200 · Repairs</b>	175.00
64800 · Tools and Machinery	810.00
65100 · Utilities	
65110 · Gas and Electric	72.68
<b>Total 65100 · Utilities</b>	72.68
<b>Total Expense</b>	16,823.25
<b>Ordinary Income</b>	31,692.00

### Rock Castle Construction Check Register As of December 15, 2020

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	01/31/2020	251	Bayshore Water	Monthly Water - Flat Rate...		24.00	39,335.61
Check	01/31/2020	252	Cal Telephone	Flat Rate Phone and Lon...		80.00	39,255.61
Check	01/31/2020	DRAFT	Bad Check Charges	Checking Account Servi...		12.50	39,243.11
Check	01/31/2020	253	Bank of Anycity	Pmt# 13		2,710.90	36,532.21
Bill Pmt -Check	02/03/2020	254	Cal Gas & Electric	560-82645-99C	122.68		36,409.53
Liability Check	02/07/2020	255	Employment Develop...	987-6543-2	513.36		35,896.17
Liability Check	02/07/2020	256	Great Statewide Bank	00-7904153	2,159.71		33,736.46
Liability Check	02/07/2020	257	Sergeant Insurance	786-35	125.00		33,611.46
Liability Check	02/07/2020	258	State Fund		804.16		32,807.30
Check	02/07/2020	250	Dianne's Auto Shop	Monthly Vechicle Repair...	236.00		32,571.30
Bill Pmt -Check	02/10/2020	259	Cal Telephone	415-555-9876-8053	56.17		32,515.13
Bill Pmt -Check	02/10/2020	260	East Bayshore Auto ...	Monthly Truck Payment	532.97		31,982.16
Bill Pmt -Check	02/10/2020	261	Timberloft Lumber	1890-76	140.00		31,842.16
Bill Pmt -Check	02/10/2020	262	C.U. Electric		300.00		31,542.16

# Survey ②



## 第2位

ダウンロード・テクノロジー

“カード利用履歴、経費精算システム、Bank Feedsなど”

2<sup>nd</sup> Place

Downloading Technology

“Corporate credit card, Expense reports, Bank Feeds, etc”

# 第2位：ダウンロード・テクノロジー

(2<sup>nd</sup> Place: Download Technology)

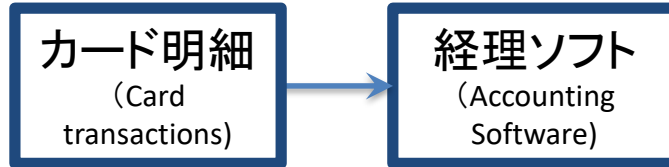
## 在宅ワークできない理由 (Reasons why we cannot work from home) :

1. 法人カード利用履歴データをダウンロードできない  
(Corporate credit data not downloadable)
2. 経費精算書が紙ベース (Manual approval process)
3. 銀行取引データをダウンロードできない (Bank transactions not downloadable)

# 第2位:ダウンロード・テクノロジー

(2<sup>nd</sup> Place: Download Technology)

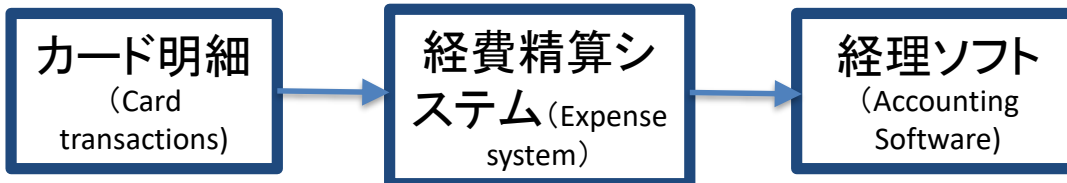
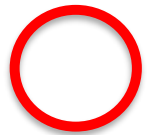
法人カード履歴をダウンロードすることが主流になったのはほんの数年前



## 今日のテクノロジー:

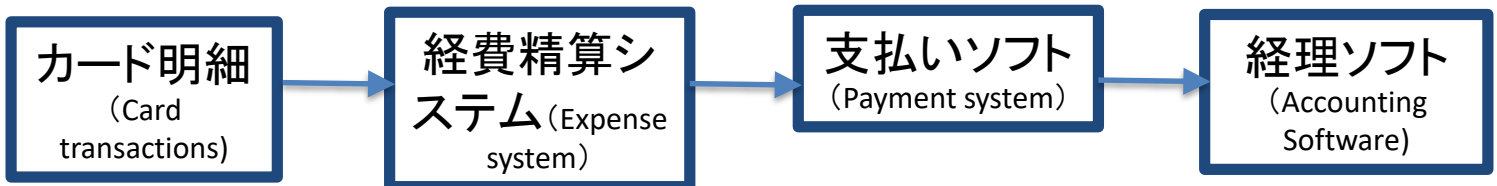
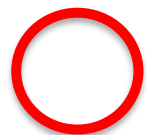
### ・ 法人カード:

経費精算システムに一旦法人カード履歴をダウンロードしてから経費精算システム、経理ソフトにダウンロード



### ・ 個人カード:

個人カード履歴を経費精算システム、そして支払いソフトにダウンロードしてから経理ソフトにダウンロード



# 第2位:ダウンロード・テクノロジー

(2<sup>nd</sup> Place: Download Technology)

## Expense reportの作成画面 (Expense report preparation page)

Expenses Report Close X

TITLE Jul 2020 AMEX

CODE 3637

EMPLOYEE Jun Okubo

SUBTOTAL \$0.00

TOTAL DUE \$0.00

Items (0) Weeks (0) Summary

Manage Receipts (0) Show Receipts View PDF

Add Expense Item Add from Card Transaction More

Search...

ACTION	TRANSACTION DATE	#	CUSTOMER	PROJECT	CATEGORY	MEMO	CLASS	PAID FOR	PAID TO	BILLABLE	PAID BY	REIMBURSE	TOTAL
There are no items to display													

# 第2位:ダウンロード・テクノロジー

(2<sup>nd</sup> Place: Download Technology)

クレジットカードの利用明細が表示される (credit card transactions are shown)

Browser address bar: <https://b.na1.system.nexonia.com/assistant/expense/showExpense.do>

Page Title: CDH, P.C. - Expenses

### Card Transactions

Jun Okubo Amex (5) [Manage Cards](#)  [Search](#) [Reset](#) Customer: CDH, P.C. Project: CDH - Internal

Apply to transactions...  Include Ignored Transactions  Include Duplicated Transactions

	Category	Billable	Memo	Paid For	Paid To	Transaction Date	Vendor	Description	Amount	Exchange Rate	Total (USD)	MCC Code
<input type="checkbox"/>	<a href="#">Create</a> Airfare - Billable	<input checked="" type="checkbox"/>	Yes 320202280045603519	<input type="text"/>	<input type="text"/>	08/15/2020	DELAWARE CORP & TAX DOVER DE	0250344253 302-739-3073	\$522.50		\$522.50	
<input type="checkbox"/>	<a href="#">Create</a> Airfare - Billable	<input checked="" type="checkbox"/>	Yes 320202210904612738	<input type="text"/>	<input type="text"/>	08/08/2020	IL TOLLWAY-AUTOREPLEDOWNERS GRO	0001697805 200150232214 60007	\$40.00		\$40.00	
<input type="checkbox"/>	<a href="#">Create</a> Airfare - Billable	<input checked="" type="checkbox"/>	Yes 320202140796187788	<input type="text"/>	<input type="text"/>	08/01/2020	INTUIT QUICKBOOKS 800-446-8848	T1-86070AD-T1-86070AD-139 94043	\$68.87		\$68.87	
<input type="checkbox"/>	<a href="#">Create</a> Airfare - Billable	<input checked="" type="checkbox"/>	Yes 320202100733804889	<input type="text"/>	<input type="text"/>	07/28/2020	2CO.COM*MOVAVL.COM ATLANTA GA	128672781 8882471614	\$180.57		\$180.57	
<input type="checkbox"/>	<a href="#">Create</a> Airfare - Billable	<input checked="" type="checkbox"/>	Yes 320201830319515700	<input type="text"/>	<input type="text"/>	07/01/2020	INTUIT QUICKBOOKS 800-446-8848	T1-7FCB636-T1-7FCB636-15A 94043	\$105.00		\$105.00	

[Cancel](#) [Create and Close](#) [Create](#)

# 第2位:ダウンロード・テクノロジー

(2<sup>nd</sup> Place: Download Technology)

## 請求書 (Bill)

### Tax Invoice

Invoice No: BI35118301  
Date: July 28, 2020  
Order No: 128672781

**Provided by:**

Avangate Inc dba 2Checkout  
9040 Roswell Rd, Ste 450, 30350  
Atlanta, Georgia  
Country VAT ID: United States of America  
VAT ID: 26-0160456  
E-mail: info@2checkout.com

**Provided to:**

CDH, P.C.  
Jun Okubo  
100 Pierce Rd.  
Itasca 60143  
Illinois, United States of America  
E-mail: jokubo@cdhcpa.com

**Delivered to:**

CDH, P.C.  
Jun Okubo  
100 Pierce Rd.  
Itasca 60143  
Illinois, United States of America  
E-mail: jokubo@cdhcpa.com

**Invoice Details**

No Products	Units	Unit Price (USD)	Sales TAX (USD)	Value (USD)
1 Movavi Video Suite – Business	1	169.95	10.62 (6.25 %)	169.95

Delivery date: 2020-07-28  
Sales TAX (USD): 10.62  
Total (USD): 180.57  
Invoice Status: PAID

**Payment Details**

Payment method used: American Express  
Your credit card (#####3146) has been successfully charged. Please note that the charge on your credit card will appear as '2CO.com\*movavi.com'.

The purchased products and services are delivered in accordance with the terms and conditions published on <https://www.movavi.com> website and agreed during the online order. For technical support please contact [support@movavi.com](mailto:support@movavi.com)

# 第2位:ダウンロード・テクノロジー

(2<sup>nd</sup> Place: Download Technology)

\$180.57の経費入力 (Transaction entry screen)

**Add Expense Item**

**Card:** Jun Okubo Amex

**Customer:** CDH, P.C.

**Project:** CDH - Internal

**Category:** Internal Software - Non-billable

**Transaction Date:** 07/28/2020

**Receipt:** Yes

**Paid By:** Company

**Reimburse:** No

**Billable:** No

**Total:** 180.57 USD [Split Item](#)

**Class:** BAS

**Paid For:** Video editing software

**Paid To:** Modavi

**Memo:** 320202100733804889  
Vendor: 2CO.COM\*MOVAVI.COM ATLANTA GA  
Description: 128672781 8882471614 90/1500

**Linked (1)**  
Not linked (0)  
All (1)  
1 / 1  
[Drop](#)

### Tax Invoice

Invoice No: B135118301  
Date: July 28, 2020  
Order No: 128672781

**Provided by:**  
Avangate Inc dba 2Checkout  
9040 Roswell Rd, Ste 450, 30350  
Atlanta, Georgia  
Country VAT ID: United States of America  
VAT ID: 26-0180456  
E-mail: info@2checkout.com

**Provided to:**  
CDH, P.C.  
Jun Okubo  
100 Pierce Rd.  
Itasca 60143  
Illinois, United States of America  
E-mail: jokubo@cdhcpa.com

**Delivered to:**  
CDH, P.C.  
Jun Okubo  
100 Pierce Rd.  
Itasca 60143  
Illinois, United States of America  
E-mail: jokubo@cdhcpa.com

**Invoice Details**

No	Products	Units	Unit Price (USD)	Sales TAX (USD)	Value (USD)
1	Movavi Video Suite - Business	1	169.95	10.62 (6.25 %)	169.95

Delivery date: 2020-07-28  
Sales TAX (USD): 10.62  
Total (USD): 180.57  
Invoice Status: PAID

[Cancel](#) [Save and New](#) [Save and Copy](#) [Save and Close](#) [Create](#)

# 第2位:ダウンロード・テクノロジー

(2<sup>nd</sup> Place: Download Technology)

## 経理システムへのアップロード画面 (Transaction export screen)

11 Reports for Export

CORPORATE CARD [QuickBooks Online](#) REIMBURSABLE [QuickBooks Online](#) [Exported Reports](#)

[Export All](#) [Reject All](#) [Print All](#) SORT REPORTS BY

Type	Name	Submitted	Approved	Corporate Card	Reimbursable	
	79 - 4/19/2020 - 1022 American Express Cards (Corp)	4/20/2020 2:16 PM	5/5/2020 2:11 PM	\$2,453.15	-	<a href="#">View Export Errors</a>
	38 - 2/19/2020 - 1030 American Express Cards (Corp)	4/7/2020 2:03 PM	4/7/2020 4:58 PM	\$1,709.38	-	<a href="#">View Export Errors</a>
	40 - 2/19/2020 - 2046 American Express Cards	4/7/2020 2:37 PM	4/7/2020 4:58 PM	\$4,630.65	-	<a href="#">View Export Errors</a>
	80 - 3/19/2020 - 1022 American Express Cards (Corp)	3/31/2020 4:00 PM	4/1/2020 6:47 PM	\$3,051.78	-	<a href="#">View Export Errors</a>
	59 - 3/19/2020 - 1022 American Express Cards (Corp)	3/24/2020 10:40 AM	4/1/2020 6:38 AM	\$6,488.65	-	<a href="#">View Export Errors</a>
	15 - New Expenses on February 26	2/26/2020 2:14 PM	2/27/2020 7:49 AM	\$536.00	\$523.52	<a href="#">View Export Errors</a>
	36 - 2/19/2020 - 1022 American Express Cards (Corp)	2/26/2020 8:04 PM	2/27/2020 7:48 AM	\$5,072.37	-	<a href="#">View Export Errors</a>
	25 - New Expenses February 17	2/17/2020 2:22 PM	2/18/2020 7:34 AM	-	\$1,189.82	<a href="#">View Export Errors</a>
	12 - 1/19/2020 - 1022 American Express Cards (Corp)	1/27/2020 5:59 PM	1/27/2020 7:43 PM	\$3,105.39	-	<a href="#">View Export Errors</a>
	20 - New Expenses January 7	1/10/2020 11:14 PM	1/13/2020 7:53 AM	-	\$2,413.03	<a href="#">View Export Errors</a>
	6 - 12/19/2019 - 1022 American Express Cards (Corp)	12/24/2019 1:44 PM	12/24/2019 1:57 PM	\$18,111.07	-	<a href="#">View Export Errors</a>



# 第2位:ダウンロード・テクノロジー

(2<sup>nd</sup> Place: Download Technology)

経理ソフトにアップロードされた画面一待合室 (Transaction uploaded screen)

The screenshot displays the QuickBooks Accountant interface. The main content area shows a list of transactions for review, with 14 items in total. The table has the following columns: DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, SPENT, RECEIVED, and ACTION. A red box highlights the first column, which contains checkboxes for selecting transactions.

<input checked="" type="checkbox"/>	DATE	DESCRIPTION	PAYEE	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	08/04/2020	GODADDY.COM 480-505-8855 AZ		66610 Computer Exp-SW Subscriptions	\$2,823.16		Add
<input type="checkbox"/>	08/04/2020	NAACP LDF 0262 NEW YORK NY		67900 Marketing Exp-Other	\$250.00		Add
<input type="checkbox"/>	08/04/2020	FEDEX - EXPRESS 800-622-1147 TN		65500 Postage	\$15.85		Add
<input type="checkbox"/>	08/05/2020	ZOOM Zoom SAN JOSE CA		69100 Conferences	\$4.36		Add
<input type="checkbox"/>	08/07/2020	RINGCENTRAL, INC BELMONT CA		64310 Telephone - Cell Phones	\$46.29		Add
<input type="checkbox"/>	08/10/2020	PAYPAL *GROUPGREETI 4152692866 CA		12010 Loan to Employee	\$4.99		Add
<input type="checkbox"/>	08/11/2020	PAYPAL *GROUPGREETI 4152692866 CA		12010 Loan to Employee	\$4.99		Add
<input type="checkbox"/>	08/14/2020	ZOOM Zoom SAN JOSE CA		69100 Conferences	\$44.97		Add
<input type="checkbox"/>	08/17/2020	MY BINDING COM 00-08HILLSBORO OR		65300 Supplies	\$687.33		Add
<input type="checkbox"/>	08/25/2020	SAUCEYAPP.COM LOS ANGELES CA		12010 Loan to Employee	\$25.00		Add
<input type="checkbox"/>	08/01/2020	TALLIE.COM SAN FRANCISCO CA		78200 Dues and Subscriptions	\$95.00		Add
<input type="checkbox"/>	08/03/2020	MSFT * E0500BU0T5 00MSBILL.INFO WA	Microsoft	Uncategorized Expense	\$481.59		Add
<input type="checkbox"/>	08/03/2020	MSFT * <E0500BTDIV> REDMOND	Microsoft	Uncategorized Expense	\$152.61		Add
<input type="checkbox"/>	08/04/2020	MSFT * <E0500BU1Y4> REDMOND	Microsoft	Uncategorized Expense	\$89.53		Add

# 第2位:ダウンロード・テクノロジー (2<sup>nd</sup> Place: Download Technology)

## 待合室から移動(Transactions ready to be extract)

The screenshot shows the QuickBooks Accountant interface. At the top, there are summary cards for Banking, Rules, and Receipts. Below these, there are tabs for 'For review (14)', 'Categorized', and 'Excluded'. A dark overlay at the top of the table lists '14 items selected' and includes buttons for 'Accept', 'Update', and 'Exclude'. The 'Accept' button is highlighted with a red box. Below the overlay is a table of transactions with columns for DATE, DESCRIPTION, PAYEE, CATEGORY OR MATCH, SPENT, RECEIVED, and ACTION.

<input checked="" type="checkbox"/>	DATE	DESCRIPTION	PAYEE ▲	CATEGORY OR MATCH	SPENT	RECEIVED	ACTION
<input checked="" type="checkbox"/>	08/04/2020	GODADDY.COM 480-505-8855 AZ		66610 Computer Exp-SW Subscriptions	\$2,823.16		Add
<input checked="" type="checkbox"/>	08/04/2020	NAACP LDF 0262 NEW YORK NY		67900 Marketing Exp-Other	\$250.00		Add
<input checked="" type="checkbox"/>	08/04/2020	FEDEX - EXPRESS 800-622-1147 TN		65500 Postage	\$15.85		Add
<input checked="" type="checkbox"/>	08/05/2020	ZOOM Zoom SAN JOSE CA		69100 Conferences	\$4.36		Add
<input checked="" type="checkbox"/>	08/07/2020	RINGCENTRAL, INC BELMONT CA		64310 Telephone - Cell Phones	\$46.29		Add
<input checked="" type="checkbox"/>	08/10/2020	PAYPAL *GROUPGREETI 4152692866 CA		12010 Loan to Employee	\$4.99		Add
<input checked="" type="checkbox"/>	08/11/2020	PAYPAL *GROUPGREETI 4152692866 CA		12010 Loan to Employee	\$4.99		Add
<input checked="" type="checkbox"/>	08/14/2020	ZOOM Zoom SAN JOSE CA		69100 Conferences	\$44.97		Add
<input checked="" type="checkbox"/>	08/17/2020	MY BINDING COM 00-08HILLSBORO OR		65300 Supplies	\$687.33		Add
<input checked="" type="checkbox"/>	08/25/2020	SAUCEYAPP.COM LOS ANGELES CA		12010 Loan to Employee	\$25.00		Add
<input checked="" type="checkbox"/>	08/01/2020	TALLIE.COM SAN FRANCISCO CA		78200 Dues and Subscriptions	\$95.00		Add
<input checked="" type="checkbox"/>	08/03/2020	MSFT * E0500BU0T5 00MSBILL.INFO WA	Microsoft	Uncategorized Expense	\$481.59		Add
<input checked="" type="checkbox"/>	08/03/2020	MSFT *<E0500BTDIV> REDMOND	Microsoft	Uncategorized Expense	\$152.61		Add
<input checked="" type="checkbox"/>	08/04/2020	MSFT *<E0500BU1Y4> REDMOND	Microsoft	Uncategorized Expense	\$89.53		Add

# 第2位:ダウンロード・テクノロジー

## (2<sup>nd</sup> Place: Download Technology)

待合室から勘定科目に移動されたトランザクション(Transaction entered in accounting system)

Seven Corners Insurance Solution: x +

c11.qbo.intuit.com/app/reportv2?token=GENERIC\_QZREPORT&crit=high\_date%3D07%2F31%2F2020%3Bnopost%3Dfalse%3Blow\_date%3D07%2F01%2F2020%3Baccount%3Dmx%2C136&cumulative=yes&groupby=%28Accou...

Apps QuickBooks Login... Goale New Tab

Accountant Accountant Tools My Experts Help Search

Accountant

+ New

Reports Performance center

### TRANSACTION REPORT

July 2020

DATE	TRANSACTION TYPE	NUM	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
A/P - Credit Ca						
Amex Credit Card x1022						
Beginning Balance						
07/01/2020	Expense	136.4	36: 7/31/2020 - 1022 American Express Card...	66610 Computer Exp-SW Subscriptions	138.00	10,646.98
07/01/2020	Expense	136.10	36: 7/31/2020 - 1022 American Express Card...	78200 Dues and Subscriptions	50.00	10,696.98
07/01/2020	Expense	136.5	36: 7/31/2020 - 1022 American Express Card...	66610 Computer Exp-SW Subscriptions	120.00	10,816.98
07/02/2020	Expense	136.3	36: 7/31/2020 - 1022 American Express Card...	66610 Computer Exp-SW Subscriptions	452.00	11,268.98
07/04/2020	Expense	136.7	36: 7/31/2020 - 1022 American Express Card...	66610 Computer Exp-SW Subscriptions	84.00	11,352.98
07/05/2020	Expense	136.8	36: 7/31/2020 - 1022 American Express Card...	64310 Telephone - Cell Phones	70.16	11,423.14
07/05/2020	Journal Entry	f202007-008	e June payment	-Split-	-5,421.52	6,001.62
07/05/2020	Expense	136.6	36: 7/31/2020 - 1022 American Express Card...	66610 Computer Exp-SW Subscriptions	119.98	6,121.60
07/06/2020	Expense	136	36: 7/31/2020 - 1022 American Express Card...	66610 Computer Exp-SW Subscriptions	1,199.00	7,320.60
07/07/2020	Expense	136.22	36: 7/31/2020 - 1022 American Express Card...	12010 Loan to Employee	4.99	7,325.59
07/07/2020	Expense	136.20	36: 7/31/2020 - 1022 American Express Card...	65500 Postage	19.30	7,344.89
07/07/2020	Expense	136.21	36: 7/31/2020 - 1022 American Express Card...	12010 Loan to Employee	4.99	7,349.88
07/10/2020	Expense	136.1	36: 7/31/2020 - 1022 American Express Card...	78200 Dues and Subscriptions	715.00	8,064.88
07/10/2020	Expense	136.12	36: 7/31/2020 - 1022 American Express Card...	78200 Dues and Subscriptions	40.00	8,104.88
07/13/2020	Expense	136.23	36: 7/31/2020 - 1022 American Express Card...	12010 Loan to Employee	4.99	8,109.87
07/14/2020	Expense	136.14	36: 7/31/2020 - 1022 American Express Card...	69100 Conferences	29.98	8,139.85
07/14/2020	Expense	136.11	36: 7/31/2020 - 1022 American Express Card...	78200 Dues and Subscriptions	49.00	8,188.85
07/15/2020	Expense	136.16	36: 7/31/2020 - 1022 American Express Card...	67900 Marketing Exp-Other	25.00	8,213.85
07/15/2020	Expense	136.2	36: 7/31/2020 - 1022 American Express Card...	67900 Marketing Exp-Other	500.00	8,713.85
07/15/2020	Expense	136.15	36: 7/31/2020 - 1022 American Express Card...	67900 Marketing Exp-Other	25.00	8,738.85
07/21/2020	Expense	136.19	36: 7/31/2020 - 1022 American Express Card...	12010 Loan to Employee	20.00	8,758.85
07/21/2020	Expense	136.18	36: 7/31/2020 - 1022 American Express Card...	12010 Loan to Employee	20.00	8,778.85
07/27/2020	Expense	136.17	36: 7/31/2020 - 1022 American Express Card...	60300 Incentives	20.70	8,799.55
07/28/2020	Expense	136.13	36: 7/31/2020 - 1022 American Express Card...	65500 Postage	39.60	8,839.15
07/30/2020	Expense	136.9	36: 7/31/2020 - 1022 American Express Card...	66610 Computer Exp-SW Subscriptions	70.00	8,909.15
07/31/2020	Expense	154	54: 7/31/2020 - 1022 American Express Card...	64310 Telephone - Cell Phones	166.06	9,075.21
Total for Amex Credit Card					\$ -1,433.77	
Total for A/P - Credit Card					\$ -1,433.77	
TOTAL					\$ -1,433.77	

Cash basis Monday, August 31, 2020 11:56 AM GMT-05:00

# 第2位:ダウンロード・テクノロジー

(2<sup>nd</sup> Place: Download Technology)

★こんなことができる！！

## 従業員への支払いも支払いシステムから

(Reimburse to employees from Payment system)

Unpaid Bills											
All Bills											
Recurring Bills											
Vendor Credits											
Filter ▾ Unpaid or Partially Paid x Approved x Clear all											
Bills selected: 2 Total selected: USD 1,340.00										<a href="#">Review &amp; pay</a>	
Bulk pay bills on: Select											
INVOICE #	A.	VENDOR	DUE DATE	APPROVAL STATUS	BALANCE DUE	PROCESS DATE	TYPE → EST. ARRIVAL	PAYMENT AMOUNT	PAY FROM		
<input type="checkbox"/> 1092		<a href="#">Rock Castle Construction</a>	12/25/20	Approved	USD 13,900.00	12/17/2020	Check → 12/22	USD 13,900.00	No account fo		
<input checked="" type="checkbox"/> Expense Report - Sept 2020		<a href="#">Jun Okubo</a>	09/30/20	Approved	USD 380.00	09/22/2020	Check → 09/25	USD 380.00	No account fo		
<input checked="" type="checkbox"/> Expense Report - Aug 2020		<a href="#">Natsumi Tsuzuki</a>	09/23/20	Approved	USD 960.00	09/15/2020	Check → 09/18	USD 960.00	No account fo		
<input type="checkbox"/> 2020-09-14		<a href="#">Verizon Wireless</a>	09/14/20	Approved	USD 100.00	09/09/2020	Check → 09/14	USD 100.00	No account fo		

# 第2位:ダウンロード・テクノロジー (2<sup>nd</sup> Place: Download Technology)

★ こんなことが出来る！！

## Bank Feeds

**BANK STATEMENT**

**1 THIS FIRST BANK**  
*FIRST CHOICE ACCOUNT*

MANDARIN BRANCH  
4444 THIS STREET  
ANYTOWN, STATE 00000-0000

CUSTOMER SERVICE 24 HOURS A DAY, 888-000-0000

JOHN Q. CUSTOMER  
1234 MAIN STREET  
ANYTOWN, STATE 00000-0000

ACCOUNT  
12345-678910  
STATEMENT PERIOD  
1-1-2000 TO 2-1-2000

THANK YOU FOR BANKING WITH THISFIRST

SUMMARY OF YOUR ACCOUNTS

	CHECKING	SAVINGS
BEGINNING BALANCE	500.00	
DEPOSITS	538.68	
WITHDRAWALS	629.73	
SERVICE CHARGES/FEE'S	6.00	
ENDING BALANCE	794.57	
MIN BAL ON 2-1-00	548.7	

CHECKING ACTIVITY

DEPOSITS POSTED	AMOUNT	DESCRIPTION
1-05	230.66	DEPOSIT
1-15	765.50	DEPOSIT

WITHDRAWALS

Batch actions ▾ All (15) Recognized (15)

<input type="checkbox"/>	DATE ▾	DESCRIPTION	PAYEE	CATEGORY OR MATCH	GST/HST	SPENT	RECEIVED	ACTION
<input type="checkbox"/>	30-10-2014	Apple	Apple	<b>RULE</b> Office Supplies	GST/PST BC (Purch...	\$19.99		Add
<input type="checkbox"/>	28-10-2014	Best Buy	Best Buy	<b>RULE</b> Office Supplies	GST/PST BC (Purch...	\$35.88		Add
<input type="checkbox"/>	23-10-2014	Staples	Staples	<b>RULE</b> Office Supplies	GST/PST BC (Purch...	\$24.68		Add
<input type="checkbox"/>	19-10-2014	Future Shop	Future Shop	Computer		\$245.80		Add
<input type="checkbox"/>	16-10-2014	Tim Horton's		<b>RULE</b> Office Supplies	GST/PST BC (Purch...	\$32.00		Add
<input type="checkbox"/>	15-10-2014	Amazon	Amazon	<b>MATCH</b> Expense 23-09-2014		\$50.40		Match

# Survey ③

# 番外編: 勤怠管理システム (Time attendance system)

Browser tabs: Apps, QuickBooks Login ..., Google, New Tab

Version: v. 8.17.08.02

Username

Password

\* Passwords are case-sensitive

**LOGIN**

**PUNCH**

[Reset Password](#)

## Trainings and Webinars

View a training video on the new features of ver  
Sign up for an upcoming webinar!

## Resource Center

- Time and Attendance
- Health Care Reform
- Human Capital Management
- Payroll
- Insperity Blog

(not you)

Select Location

Enter Job

**Clock In** **Clock Out** **Group**

**Mar 21, 2016 3:11PM**

Accuracy: 44m (144.36feet)  
Speed: 0mph  
Location Found: 33.9952 -84.0735

Your accuracy and speed is within company limits.

[punch history](#)

# 番外編: 勤怠管理システム (Time attendance system)

Employee Filter: All Employees

Timesheet Dates: Pay Period Previous Profile: Bi-weekly (03/07/2016 - 03/20/2016)  Only Display Employees In This Pay Period

Show: Settings

Filter:  Employee Has Data  Has Missing Punches Total Hours >=

View: Default Rows On Page: 10 9 Rows

Tools

Employee OverviewWeekly Overview

		Mon 03/07	Tue 03/08	Wed 03/09	Thu 03/10	Fri 03/11	Sat 03/12	Sun 03/13	Mon 03/07 - Sun 03/13
Kathy Watts (0004) Regular	60.12	11:11a - 03:39p 04:59p - 06:49p	11:19a - 03:29p 04:30p - 06:34p	11:20a - 04:11p 04:46p - 06:55p	11:27a - 02:52p 03:44p - 06:48p	10:46a - ?			<b>Regular</b> 24.53
		<b>Total:</b> 5.80	<b>Total:</b> 5.74	<b>Total:</b> 6.50	<b>Total:</b> 6.49				
		Mon 03/14 10:42a - 02:35p 03:48p - 07:34p	Tue 03/15 10:40a - 02:01p 03:16p - 06:27p	Wed 03/16 11:02a - 02:20p 03:49p - 07:03p	Thu 03/17 11:26a - 06:40p	Fri 03/18 11:16a - 07:55p	Sat 03/19	Sun 03/20	Mon 03/14 - Sun 03/20 <b>Regular</b> 35.59
		<b>Total:</b> 7.65	<b>Total:</b> 6.53	<b>Total:</b> 6.53	<b>Total:</b> 6.73	<b>Total:</b> 8.15			
Tony Bernard (0005) Regular	49.76	Mon 03/07	Tue 03/08 11:23p - We 08:01a	Wed 03/09 10:58p - Th 07:35a	Thu 03/10 10:46p - Fr 07:09a	Fri 03/11	Sat 03/12	Sun 03/13	Mon 03/07 - Sun 03/13 <b>Regular</b> 24.13
				<b>Total:</b> 8.13	<b>Total:</b> 8.12	<b>Total:</b> 7.88			
		Mon 03/14 11:26p - Tu 08:32a	Tue 03/15 11:14p - We 08:37a	Wed 03/16	Thu 03/17	Fri 03/18 10:50p - Sa 07:29a	Sat 03/19	Sun 03/20	Mon 03/14 - Sun 03/20 <b>Regular</b> 25.63
		<b>Total:</b> 8.60	<b>Total:</b> 8.88			<b>Total:</b> 8.15			
Kacey Jones (0008) PTO	8.00	Mon 03/07	Tue 03/08	Wed 03/09	Thu 03/10	Fri 03/11	Sat 03/12	Sun 03/13	Mon 03/07 - Sun 03/13
		Mon 03/14	Tue 03/15 PTO 8.00	Wed 03/16	Thu 03/17	Fri 03/18	Sat 03/19	Sun 03/20	Mon 03/14 - Sun 03/20
			<b>Total:</b> 8.00						
Steve Yale (0016) Regular	66.25	Mon 03/07 8.24	Tue 03/08 7.52	Wed 03/09 8.48	Thu 03/10 8.00	Fri 03/11 7.76	Sat 03/12	Sun 03/13	Mon 03/07 - Sun 03/13 <b>Regular</b> 40.00
		<b>Total:</b> 8.24	<b>Total:</b> 7.52	<b>Total:</b> 8.48	<b>Total:</b> 8.00	<b>Total:</b> 7.76			
		Mon 03/14	Tue 03/15	Wed 03/16	Thu 03/17	Fri 03/18	Sat 03/19	Sun 03/20	Mon 03/14 - Sun 03/20



# 番外編: ダッシュボード (Dashboard)

## General Performance

Cash on Hand

**\$6,003,734**

this month

Net Income

**-\$38,720**

this month

+\$26,781 vs. prior month

### AR Aging

12/26/2019 11:47

Based on: Due Date

Customer ID	Customer Name	As of Date: 12/26/2019				
		0-0	1-30	31-60	61-90	91-
10000	Intelligent Audit	0.00	2,050.00	0.00	0.00	0.00
10002	Sailthru	0.00	4,350.00	0.00	0.00	0.00
10003	YellowHammer	0.00	5,000.00	0.00	0.00	0.00
10006	33Across	0.00	0.00	0.00	0.00	1,350.00
10009	Renegade Furniture Group	0.00	0.00	3,750.00	0.00	0.00
10011	Cymer	0.00	4,000.00	0.00	0.00	0.00
10012	BuddyTV	0.00	4,200.00	6,300.00	2,100.00	0.00
10017	Points.com	0.00	525.00	0.00	0.00	0.00
10025	Column Five	0.00	3,250.00	3,250.00	3,250.00	0.00
10028	Bottle Rocket Apps	0.00	3,500.00	0.00	0.00	0.00
10030	Burlington Textiles Corp of America	0.00	3,100.00	3,100.00	0.00	3,100.00
10032	Customer A	0.00	250.00	0.00	0.00	0.00
	Grand Totals	0.00	30,225.00	16,400.00	5,350.00	4,450.00

### Commission Estimate by Customer

12/25/2019 23:47

	Quarter To Date: 12/26/2019	
	Amount	Commission Est 8%
Gross Profit		
Intelligent Audit	1,800	144
Sailthru	3,600	288
YellowHammer	3,700	296
Renegade Furniture Group	2,271	182
Cymer	2,050	164
BuddyTV	8,400	672
Points.com	4,275	342
Wazoo Enterprises	1,100	88
Column Five	7,950	636
Bottle Rocket Apps	3,500	280
Burlington Textiles Corp of America	4,600	368
Customer A	250	20
Gross Profit	43,496	3,480

### Balance Sheet - Previous Period Comparison

12/25/2019 23:50

	Month Ending 11/30/2019	Month Ending 12/31/2019	\$ Difference	% Difference
<b>Assets</b>				
<b>Current Assets</b>				
Cash and Cash Equivalents	6,070,630	6,003,735	(66,896)	(1.1)%
Accounts Receivable, Net	(601,881)	(569,006)	32,876	(5.5)%
Prepaid Expenses	2,621,502	2,621,501	0	0.0%
<b>Total Current Assets</b>	<b>8,090,251</b>	<b>8,056,230</b>	<b>(34,021)</b>	<b>(0.4)%</b>
Fixed Assets, Net	12,894,741	12,894,741	0	0.0%
<b>Intangible Assets, Net</b>	<b>774,722</b>	<b>774,723</b>	<b>0</b>	<b>0.0%</b>
Goodwill	12,398,692	12,398,691	0	0.0%
<b>Total Intangible Assets, Net</b>	<b>13,173,414</b>	<b>13,173,414</b>	<b>0</b>	<b>0.0%</b>
Other Assets	84,619	84,620	0	0.0%
<b>Total Assets</b>	<b>\$34,243,025</b>	<b>\$34,209,005</b>	<b>\$(34,021)</b>	<b>(0.1)%</b>
<b>Liabilities and Equity</b>				
<b>Current Liabilities</b>				
Accounts Payable	1,430,150	1,434,850	4,700	0.3%
Accrued Liabilities	6,841,176	6,841,176	0	0.0%
Deferred Revenue	(105,983)	(105,983)	0	0.0%
Other Current Liabilities	1,078,716	1,078,716	0	0.0%
<b>Total Current Liabilities</b>	<b>9,244,059</b>	<b>9,248,759</b>	<b>4,700</b>	<b>0.1%</b>
<b>Stockholders Equity</b>				
Common Stock	(20,638,611)	(20,638,611)	0	0.0%
Additional Paid in Capital	39,673,890	39,673,890	0	0.0%
Retained Earnings	6,036,389	5,970,887	(65,502)	(1.1)%
Net Income (Loss)	(65,502)	(38,720)	26,782	(40.9)%
<b>Total Stockholders Equity</b>	<b>25,006,166</b>	<b>24,967,446</b>	<b>(38,721)</b>	<b>(0.2)%</b>
<b>Total Liabilities and Equity</b>	<b>\$34,250,225</b>	<b>\$34,216,205</b>	<b>\$(34,021)</b>	<b>(0.1)%</b>

### AP Aging

12/26/2019 11:44

Based on: Bill Date

Vendor ID	Vendor Name	As of Date: 12/26/2019				
		0	1-30	31-60	61-90	91-120
20000	STAPLES	0.00	0.00	1,000.00	0.00	0.00
20001	PMZ Consultants	0.00	0.00	0.00	0.00	102.00
20003	Regal Services	0.00	0.00	0.00	0.00	1.00
20005	ARC Consulting	0.00	25,228.75	0.00	0.00	5.00
20006	ConEd New York	0.00	0.00	0.00	0.00	0.00
20007	Toi Brothers Property Management	0.00	0.00	0.00	0.00	75.00
20008	Google	0.00	1,100.00	7,360.00	0.00	0.00
20009	Facebook	0.00	2,750.00	1,850.00	0.00	0.00
20013	Pinterest	0.00	300.00	300.00	0.00	0.00
20014	Twitter	0.00	500.00	500.00	0.00	0.00
20015	Instagram	0.00	600.00	600.00	0.00	0.00
	Grand Totals	0.00	30,478.75	11,550.00	600.00	184.00

### Profit and Loss - Condensed

12/25/2019 23:45

	Month To Date 12/26/2019	Quarter To Date 12/26/2019	Year To Date 12/26/2019
<b>Revenue</b>			
Subscriptions	17,500	32,000	144,500
Services	15,375	46,025	125,025
<b>Total Revenue</b>	<b>32,875</b>	<b>78,025</b>	<b>269,525</b>
Cost of Revenue	3,800	34,529	34,529
<b>Gross Profit</b>	<b>29,075</b>	<b>43,496</b>	<b>234,996</b>
<b>Operating Expenses</b>			
<b>General and Administrative Expenses</b>			
Office Supplies	0	1,000	1,000
<b>Total General and Administrative Expenses</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>
Marketing and Advertising Expenses	900	7,100	7,100
Payroll and Related Expenses	0	6,948	38,214
Benefits	0	0	34,050
Bonus	0	2,700	16,750
Commissions	0	0	100,150
Payroll Taxes	0	6,648	36,564
Salary and Wages	0	86,850	477,675
<b>Total Payroll and Related Expense</b>	<b>0</b>	<b>103,146</b>	<b>703,403</b>
Utilities and Facilities	0	0	20,000
<b>Total Operating Expenses</b>	<b>900</b>	<b>111,246</b>	<b>731,503</b>

### Cash Flow Statement

12/25/2019 23:47

	Month Ending 12/31/2019	Year Ending 12/31/2019
<b>Cash Flows from Operating Activities:</b>		
Net Income (Loss)	(38,721)	(563,402)
Adjustments to reconcile net loss to net cash used in operating activities:		
Depreciation	0	0
Amortization	0	0
Stock-based Compensation	0	0
<b>Change in Operating Assets and Liabilities:</b>		



# 番外編: ダッシュボード (Dashboard)



## 第1位

売掛金関連のテクノロジー

“売上請求書の発送 & 代金回収システム”

1<sup>st</sup> Place

AR related technology

“Sales invoice mailing and payment receipt system”

# 第1位: 売上請求書の発送 & 代金回収システム

(1<sup>st</sup> Place: Sales invoice mailing and payment receipt system)

## 在宅ワークできない理由

- 売り上げ請求書を印刷して郵送する (Sales Invoice mail out)
- ロックボックスサービスを利用していない (LockBox service not utilized)
- 小切手が郵送されてくる (Customer payment checks via mail)
- 銀行窓口まで小切手を持参する (郵送する) (Bank deposit)

# 第1位: 売上請求書の発送 & 代金回収システム

(1<sup>st</sup> Place: Sales invoice mailing and payment receipt system)

売り上げ請求書作成 (Sales invoice preparation)

× Create an invoice

Preview and send

More actions



Old Train Depot Restaurant - N

11 Commerce Blvd, Indianapolis, IN, 46202  
(317) 739-2394

CUSTOMER NAME \*

Coatesville Rotary Club



INVOICE NUMBER \*

10015

INVOICE TEMPLATE

Clean



SALES REP

PO NUMBER

PAYMENT TERMS

Net 15



INVOICE DATE \*

08/16/18



DUE DATE \*

09/15/18

ITEM	DESCRIPTION	QUANTITY	PRICE	DEPARTMENT	LOCATION	TAX	AMOUNT
Cooking Classe	Enter Description	1	500	Start typing ...	Start typing ...	<input type="checkbox"/>	USD 500.00

Add new item

MESSAGE TO CUSTOMER



# 第1位: 売上請求書の発送 & 代金回収システム

(1<sup>st</sup> Place: Sales invoice mailing and payment receipt system)

## 売上請求書をメール送付 (Sales invoice emailing)

× Send Invoice

Edit

Send

### Your invoice will be sent in the Bill.com Network

We'll send this invoice to Coatesville Rotary Club on the invoice date— 09/25/18 —and notify you once it has been paid.

#### OPTIONAL—NOTIFY OTHERS BY EMAIL

Send this invoice to additional email addresses.



#### REPLY-TO

Edna Richter



Send a copy to me

#### EMAIL ADDRESSES \*

richtercpas@gmail.com

#### SUBJECT \*

You have an invoice from Old Train Depot Restaurant due on 10/10/18

#### EMAIL BODY \*

Hi Coatesville Rotary Club,

To pay your invoice online and view your account history, log in below:

Edit



# 第1位: 売上請求書の発送 & 代金回収システム

(1<sup>st</sup> Place: Sales invoice mailing and payment receipt system)

## 売上請求書リスト (Sales invoice list)

Invoices										
Invoices    Recurring Invoices    Credit Memos										
Filter ▾    Active x    Unpaid x    Clear all										
Create invoice    More act										
Invoices: 99    Total amount: USD 43,528.42										
<input type="checkbox"/>	INVOICE #	CUSTOMER	INVOICE DATE	SENT ON	DUE DATE		TOTAL	AMOUNT DUE	STATUS	SEND STATUS
<input type="checkbox"/>	GBLLC - 09/11 - M...	<a href="#">Goliath Banking, L...</a>	01/22/13		02/01/13	USD	6,500.00	6,500.00	UNPAID	Unsent
<input type="checkbox"/>	GBLLC - 09/11 - IT	<a href="#">Goliath Banking, L...</a>	01/19/13		01/29/13	USD	1,650.00	1,650.00	UNPAID	Unsent
<input type="checkbox"/>	GBLLC - 09/11 - CS	<a href="#">Goliath Banking, L...</a>	01/09/13		01/19/13	USD	4,232.17	4,232.17	UNPAID	Unsent
<input type="checkbox"/>	1357	<a href="#">Francine Lowell</a>	01/06/13	05/05/13	03/07/13	USD	325.00	325.00	UNPAID	Sent
<input type="checkbox"/>	010616	<a href="#">Chicago Communi...</a>	02/26/13	03/20/13	03/28/13	USD	325.00	325.00	UNPAID	Send Later - Email/US Mail
<input type="checkbox"/>	010707	<a href="#">Chicago Communi...</a>	08/29/20		09/28/20	USD	325.00	325.00	UNPAID	Send Later - Email



# 第1位: 売上請求書の発送 & 代金回収システム (1<sup>st</sup> Place: Sales invoice mailing and payment receipt system)

売上請求書を受け取った顧客の画面 (Customer's screen)

The screenshot shows a Gmail interface. At the top is the Google search bar. Below it is the Gmail navigation bar with a 'Gmail' dropdown, a refresh button, and a 'More' dropdown. On the left is a sidebar with 'COMPOSE' and 'Inbox' (with sub-items: Starred, Important, Sent Mail). The main content area displays an email from 'Old Train Depot Restaurant' dated '09/15/18'. The email body contains the text: 'Hi Coatesville Rotary Club, To pay your invoice online and view your account history, log in below:'. A blue button labeled 'Pay Invoice Electronically' is highlighted with an orange circle and a hand cursor. Below the button, it says 'Please remit payment at your earliest convenience.'



# 第1位: 売上請求書の発送 & 代金回収システム (1<sup>st</sup> Place: Sales invoice mailing and payment receipt system)

## 顧客による支払い画面 (Customer's screen - payment)



Welcome to our Payments Portal



Coatesville Rotary Club  
Old Train Depot Restaurant - ...

HOME    **BILLS**

PAY    VIEW BILLS    VIEW PAYMENTS

Bill # 10016

Notes



Pay From:

✓ Bank Account  
Credit Card

Choose Account:

ADD BANK ACCOUNT

Pay On:

09/20/18

Amount Due: \$500.00

Credits To Apply: \$0.00

Total Payment:

[Download Invoice](#)



This bill has not been paid.

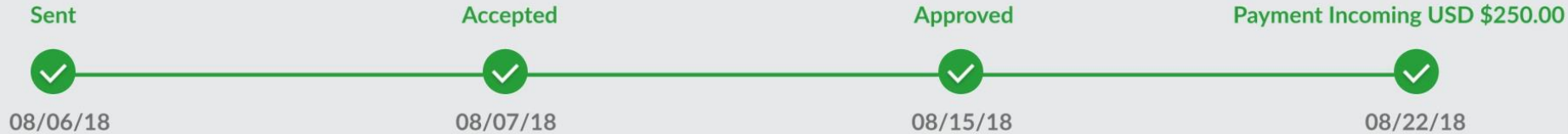
# 第1位: 売上請求書の発送 & 代金回収システム (1<sup>st</sup> Place: Sales invoice mailing and payment receipt system)

## 売上請求書のステータス確認 (Status check – sales invoice)

Invoice #10014 PAID

Send reminder  
LAST SENT ON 08/06/18

More actions



10014

1 / 1

**Old Train Depot Restaurant - N**  
11 Commerce Blvd  
Indianapolis, IN 46202  
317-739-2394

### INVOICE



Invoice #	10014
Invoice Date	06/15/18
Amount Due:	\$0.00

**Bill To:**

Coatesville Rotary Club  
2902 Lantz Rd  
Coatesville, IN 46205  
UNITED STATES

Due Date	Terms
07/15/18	Net 30

Coatesville Rotary Club

USD 500.00

2902 Lantz Rd, Coatesville, IN,  
46205

### INVOICE DETAILS

BALANCE

DUE 07/15/2018

USD 0.00

INVOICE #

10014

INVOICE DATE

06/15/2018

# 第1位: 売上請求書の発送 & 代金回収システム

(1<sup>st</sup> Place: Sales invoice mailing and payment receipt system)

顧客の銀行口座からの引落、クレジットカードへの請求 (charge to customer's financial account)

## Get Paid

\*CUSTOMER John Smith

- Charge Customer  
 Record Manual Payment

MEMO

Email Receipt to Customer

Select: [ All | None ]

INVOICE #	INVOICE DATE	DUE DATE	AMOUNT	AMOUNT DUE	PAY AMOUNT	SELECT
002	10/05/17	10/31/17	\$50.00	\$50.00	<input type="text" value="\$50.00"/>	<input checked="" type="checkbox"/>

Pay From:

Bank Account

Choose Account: John Smith \*\*\*\*\*6985

Pay On: 10/06/17

Amount Due: \$50.00

Credits To Apply: \$0.00 of \$0.00

Total Payment: \$50.00

SUBMIT

CANCEL

# Survey ④

# おさらい(Summary):

第3位: 支払請求書承認、支払いシステム

(3<sup>rd</sup>: “Bill approval and payment system”)

第2位: ダウンロード・テクノロジー

(2<sup>nd</sup> Place: Downloading Technology)

第1位: 売上請求書の送付、代金回収システム

(1<sup>st</sup> Place: “Sales invoice mailing and payment receipt system”)

番外編: 勤怠管理システム、ダッシュボード

(Others: Time tracking system, Dashboard)

# おわりに (Closing Statement)

在宅ワーク、効率化を実現するために (Working from home and be more efficient. How?):

- 経理システム、周辺ソフトクラウド化 (Cloud environment)
- オンライン化 (買掛金/売掛金作業、経費精算、タイムカード) (Online environment)
- 情報収集 (ニュースレター、ウェビナー) (Information gathering)
- 第三者査定評価 (システム評価、ワークフロー査定) (Professional opinions)

5年後の経理 (Future accounting):

- 小切手がなくなる (No checks)
- 請求書がなくなる (データのみ送受信) (No invoices)
- 取引先とのデータ共有 (Data sharing)
- 自動ブックキーパー (AI, ML, RPA) (Automated bookkeeper)
- 経理担当者は確認作業のみ (Human role - monitoring only)

# Q&A

## JETRO WEB セミナー:

経理業務効率化、オンライン化に向けた経理のベストプラクティス TOP3

(How to streamline bookkeeping tasks. How to convert them online. Best practice top 3)

# Q&A